



# FREMONT PUBLIC ASSOCIATION

## JustServe AmeriCorps Program

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## AmeriCorps Member Position Opening with the JustServe AmeriCorps Program

*An AmeriCorps National Service program locally sponsored by the Fremont Public Association*

### Position Open Until Filled – Apply Now!

JustServe AmeriCorps is a partnership between the Fremont Public Association, the Seattle Police Department and the Corporation for National and Community Service (CNCS) to prevent youth violence, domestic violence and hate crimes -- by placing full-time, stipended national service volunteers in violence prevention activities throughout our community. In exchange for a year of service, JustServe AmeriCorps Members receive a modest living stipend (approx. \$990/month) and a \$4,725 post-secondary educational award.

In 2006-2007, JustServe Members will focus their service in the five following priority areas:

1. **Youth Skill Building:** JustServe AmeriCorps Members will provide positive skill building activities for youth who are involved in, or at risk of becoming involved in the Criminal Justice System—including mentoring, service learning activities, youth leadership programs, conflict resolution programs, employment skills programs, student-led school safety initiatives, peer mediation programs, educational forums and support groups;
2. **Victim/Survivor Support:** JustServe AmeriCorps Members will provide early intervention, support and advocacy to victim/survivors of domestic violence, hate crimes and other violent crimes;
3. **Support to People Formerly Incarcerated/At Risk of Being Incarcerated:** JustServe AmeriCorps Members will provide mentoring, training and support to individuals who are transitioning back into the community, after incarceration --- and to their children and families;
4. **Community Outreach:** JustServe Members will provide outreach and education about gun violence, gang violence, domestic/dating violence, sexual assault, hate crimes, elder abuse, child abuse and other local violence concerns—to help youth and adult community members gain information and skills to prevent victimization;
5. **Volunteer Generation:** JustServe AmeriCorps Members will recruit, train and support youth and adult volunteers to participate in violence prevention efforts throughout Seattle/King County—including: support for victim/survivors of domestic violence; support for youth at risk of involvement in the Criminal Justice System; support for children with incarcerated parents; support to people transitioning back into the community after incarceration; violence prevention outreach and education; and community-police partnerships.

**SITE SPONSOR:** Associated Recreation Council (affiliate of Seattle Parks and Recreation)

**PROJECT TITLE:** TechNet Program

**DESCRIPTION OF PROJECT:** The TechNet Program will launch in September 2006 to provide computer-based recreational programming that supports the academic success of its participants at seven Community Technology Centers, community-based computer labs. TechNet is part of the RecTech Coalition, whose mission is to provide programs that effectively utilize technology for education, recreation and community services for children, youth, adults, and neighborhoods. TechNet provides programs in seven Seattle Parks and Recreation Community Centers: Delridge, Garfield, Miller, Rainier, Rainier Beach, Southwest, and South Park.

TechNet will adhere to improving the student's academic performance by providing the following services:

- Integrating technology into ongoing, project-based learning opportunities for students;
- Providing fun, high interest recreational youth programming that academically aligns with the Washington State Essential Academic Learning Requirements (EALRs); and
- Coordinating trainings for parents and neighborhood youth serving agencies on technology and its applications, including how to access student academic information online.

**DESCRIPTION OF DAILY ACTIVITIES AND RESPONSIBILITIES:** AmeriCorps Members will help lead, plan, coordinate, implement and evaluate the TechNet Program. Duties will include the following activities:

- Attend site orientation, trainings and regular staff meetings
- Create marketing materials, such as flyers, web-site, class catalog, registration form, that are distributed to youth and families
- Create recruitment presentation that can be offered in a variety of environments, such as school assemblies, PTSA meetings, staff meetings, etc.
- Visit local schools and community-based organizations to participate in recruitment activities, such as staff meetings, tables at events, etc.
- Develop on-going lunch time activities for local schools that are implemented two or more times per week
- Participate in on-going recruitment activities to keep all programs registered at capacity
- Meet with school administrators and technology teachers at local schools to introduce the program, market the benefits of youth and family participation and start partnerships for recruitment and data sharing
- Create curriculums that meet the TechNet Curriculum Model guidelines and incorporate themes of violence prevention
- Identify community-based organizations that develop violence prevention curriculums that can be adapted for our audience using technology as the tool for implementation
- Deliver a wide range of project based activities learning activities Monday-Thursday from 2:30-6:00 p.m., such as those that lead students to create their own CD or publication, incorporating themes of violence prevention
- Communicate with parents and school day teachers on an ongoing basis to highlight youth successes, problem solve youth challenges and serve as an ally for the youth's success
- Establish a comfortable learning environment and implement clear, consistent age-appropriate expectations and rules
- Uphold program policies and procedures, as well as proper use of supplies and materials
- Maintain computer lab cleanliness and organization
- Create culminating TechNet JustServe binder (2 copies will be made) which serves as your legacy gift to the site and an example of your work for you to keep
- Meet with Community Center staff and Teen Development Leaders to create a weekly incentives program

- Create a TechNet Incentives program with the TechNet Program Administrator, lab staff, volunteers, and AmeriCorps Team that can be implemented at all sites
- Create a youth leadership “pathway” program that teaches age appropriate youth leadership skills and gives them opportunities to practice these skills
- Create youth leadership, conflict resolution and workforce readiness workshops
- Identify community-based organizations that develop violence prevention, youth leadership, conflict resolution and workforce readiness curriculums that can be adapted for our audience using technology as the tool for implementation
- Participate in JustServe committee to increase conflict resolution skills for youth
- Participate in JustServe committee to increase service learning opportunities for youth
- Implement workshops after school, evenings, on weekends or at youth conferences
- Create and implement February break camp, scheduled for Tuesday-Friday, times TBD—2/20/07-2/23/07
- Create and implement April break camp, scheduled for Monday-Friday, times TBD—4/9/07-4/13/07
- Maintain accurate participant attendance, activity and sign-in sheets
- Enter participant attendance and relevant baseline into the Access database once a week at minimum
- Write and submit a weekly report to the Site Supervisor by Friday, 12 p.m.
- Compile and submit a monthly report to the Site Supervisor by the 10<sup>th</sup> of every month for the month prior (Example: October’s Report due November 10<sup>th</sup>)
- Assist TechNet team in analyzing monthly reports and make recommendations for course corrections to meet assigned targets
- Participate in creating the 2007-2008 evaluation plan
- Plan a calendar of events that includes one major event for youth, parents, and community members every 3 months
- Create family technology skills programs for parents and youth of any age
- Implement family technology skills programs on an ongoing basis
- Coordinate and implement if necessary, trainings for parents and community members on The Source, Seattle Public School’s online student information source
- Create and implement family program to increase parent involvement in student learning
- Recruit community volunteers to support the CTC programs
- Train and supervise community volunteers to support the CTC programs
- Plan and implement an end of the year Volunteer Recognition for volunteers
- Participate in JustServe committee to increase involvement of baby boomer volunteers in local violence prevention efforts

## **GENERAL BACKGROUND REQUIREMENTS:**

- An interest and commitment to providing service to the community.
- Must be at least 17 years old.
- Must be a U.S. citizen or permanent resident.
- Must pass a Washington State Background check.(required under Revised Code of Washington to work with youth and/or “vulnerable adults”)
- Must have a desire to work with middle and high school aged youth.
- Must have a desire to work with a diverse clientele, including low income communities and people of color.
- Must have a desire to work within multiple systems, such as Seattle Parks and Recreation, Seattle Public Schools, the TechNet Program and other youth and neighborhood serving agencies.

- Must have excellent customer service skills.
- Must be strongly self-motivated and have excellent verbal communication skills.
- Must have knowledge of basic computer programs, such as Microsoft Office.
- Must have knowledge of basic PC computer hardware, such as a monitor, keyboard, and mouse, and basic knowledge of a CPU (how to turn on, where to plug in monitor, keyboard, etc.).
- Must have a desire to use technology (computers, printers, digital cameras, projectors, multimedia equipment) to implement an after school curriculum.
- Must have knowledge of middle and high school level core academic subjects, including math, English (reading and writing), science and basic research strategies.
- Must be willing to travel by bus between sites and schools multiple days per week.

### **DESIRED SKILLS FOR THIS POSITION:**

- Strong knowledge of middle and high school level core academic subjects, including math, English (reading and writing), science and basic research strategies.
- Experience implementing a youth development or academic support program, such as tutoring or mentoring at-risk youth.
- Experience working with a diverse cliental, including low income communities and people of color.
- Strong verbal and written communication skills.
- Highly organized.

The JustServe AmeriCorps Program, administered by the Fremont Public Association, provides equal employment opportunity to all members without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual preference or status as a veteran.

**HOURS OF WORK:** AmeriCorps Members make a commitment to participate in national service full-time for 11 months (averaging at least 40 hours per week). This program will begin on September 6<sup>th</sup>, 2006 with a mandatory week-long orientation for all 34 JustServe AmeriCorps Members.

Specific to this site, TechNet AmeriCorps Members will typically work at the site 10 a.m.-6:30 p.m., Monday-Friday, with occasional evening and weekend hours for special events or parent programs (weekend/evening hours are flexed within the same 2-week AmeriCorps timecard period with prior approval from Site Supervisor).

### **AMERICORPS HOURS & COMPENSATION:**

- JustServe AmeriCorps Members make a commitment to serve full-time for 11 months, averaging at least 40 hours per week. Members spend the majority of their service time each week at the site project. Member also participate in ongoing training, dialogue and community service activities as a corps, throughout the AmeriCorps year.
- This AmeriCorps program begins on September 5<sup>th</sup>, 2006 with a mandatory weeklong orientation for all 34 JustServe AmeriCorps Members.
- In exchange for 1,700 hours of service between September 5<sup>th</sup>, 2005 and July 31<sup>st</sup>, 2007, JustServe AmeriCorps Members receive an education award in the amount of \$4,725 (upon completion of the year of service), as well as a small monthly living stipend (approx. \$990 per month, taxed). Health care is also provided, if needed. Limited childcare benefits are provided, if eligible.

**TO APPLY:** Please submit an electronic application to JustServe AmeriCorps through the national AmeriCorps website at: <https://recruit.cns.gov>. JustServe AmeriCorps is listed as: **\*A FPA Program - JustServe AmeriCorps (94ASCWA0471901-0)**. If you would like assistance in submitting an electronic

AmeriCorps application, please contact Ian Dapiaoen at 206/957-4779 ext. #115 or [iand@fremontpublic.org](mailto:iand@fremontpublic.org).

**APPLICATION DEADLINE:** This position is open until filled. We are interviewing and hiring applicants for this and all other JustServe AmeriCorps Member positions now -- so please **apply NOW!** Please remind your personal references to complete and submit the AmeriCorps personal reference form quickly, so that your JustServe application is not delayed.

**For a complete list of the 34 JustServe AmeriCorps Member positions available in 2006-2007, please go to the FPA website at [www.fremontpublic.org/vols/vista\\_justserve.html](http://www.fremontpublic.org/vols/vista_justserve.html)**